

PROCEDURE REFERENCE : FmHA Instruction 1930-C.

PURPOSE : Request for rent change approval from the FmHA State Office.

UNITED STATES DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION
(Location)

Date _____

Subject: Rent change for (Name of project).

To: State Director, FmHA

Enclosed for review and approval are the following items pertaining to the request for rent change for the subject project:

- o Past year's budget showing actual income and expenses.
- o Present budget for the current fiscal year.
- o Proposed budget for the next fiscal year.
- o Copy of current month's project worksheet.
- o Copy of the energy audit report, if required.
- o Justification letter from the borrower requesting the rent change.
- o Copy of the notice to tenants of the proposed rent change indicating the effective date. Copy of tenant's comments and objections, if any, and the District Director's comments and recommendations regarding the objections.
- o Borrower's letter to District Director following the thirty day notice to tenants.
- o District Director's determination on eligibility of project for rental assistance, requirement to participate in the program, and whether rental assistance is available to the borrower.
- o Form FmHA 1944-25, "Request for Rental Assistance", if applicable.
- o District Director's recommendations for the proposed rent change.

If you need more information, please contact our office.

(FmHA official's signature and title)

ENCLOSURE: